



Driving Instructor Structured Lesson Planner

Student Details

Name:	Licence Number:	Expiry Date:	
Logbook Lesson Topic 1: Preparing to Drive		Date:	Time:
Email:		Mobile #:	

Pre Preparation

Learner driver Needs: (Discussion with the supervising driver and teamer driver to determine lesson content)

The student is a new driver who has been practicing under the supervision of family members. This is their first lesson with an instructor. The topic to be covered is **Topic 1 - Preparing to Drive.**

Lesson Preparation

Resources required:

- ✓ Suitable vehicle
- ✓ Learner driver logbook (or app)
- ✓ Road Users Handbook
- ✓ A guide to the Driving Test
- ✓ Diagrams and Photographs
- ✓ Paper and pencil / iPad or tablet

Planned Location/s for session: (Route, location and environment appropriate for topic and the learner's level of skill.)

Location will be inside and outside of the training vehicle and some driving on quiet streets.

Basic knowledge test about this lesson topic

Suggested time: 5 minutes

Confirm what the learner must already know and do before attempting the lesson
(Instructor tip: Confirm learning by questioning)

Since this is the students first lesson ask questions to assess the student's general knowledge on some general safety subjects.

Ask suitable questions from the RUH:



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What are blind spots?
What do you know about the driving position?
Who is responsible for passengers being properly restrained?
In a car with a passenger airbag, what must not be used in the front seat?
If you intend to turn left, are you required to give a signal?
How close can you park to another vehicle when parked parallel to the kerb?
When can a private car travel in a bus lane?
In good conditions how far should you travel behind the vehicle in front?
What is acceptable use of a mobile phone whilst driving

Introduction (Recap of previous topic, if applicable)

Suggested time: 5 minutes

Learning Goals to be covered during the lesson: (Learning goals are to be taken from the Learner Driver Logbook) (Instructor tip: Ask the learner questions to confirm understanding of the topic before proceeding)

Learning Goal

To make all the required adjustments to enable safe, comfortable and effective control of the vehicle.

Main Body (Recap of previous topic, if applicable)

Suggested time: 45 minutes

Reasons for learning: The importance of the knowledge and skills to be learnt (Instructor Tip: Engage the learner by challenging, paraphrasing and encouraging them to reflect on the lesson content)

The purpose for this lesson is to teach the student how to Prepare to Drive so they can safely set themselves and the vehicle up before driving.

The reason we do this is so that you as a driver will be able to control the vehicle in a safe and effective manner; within the law and the guidelines.

We will be practicing the exercises frequently today, so if you have any questions please ask and we clear up any areas of uncertainty.

By the end of the lesson the learner will be able to:

- ✓ Demonstrate the correct seating position
- ✓ Locate and operate the steering control adjustment
- ✓ Correct fastening of the seatbelt
- ✓ Correctly adjust the mirrors
- ✓ Identify vehicle blind spots Identify visual block outs

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Instructor demonstration and student practical application of skills. Skills to be demonstrated by the instructor (what to do and how to do it, at a pace appropriate to the learner) (Instructor tip: Ask the learner questions to confirm understanding before the learner takes control of the vehicle.

It is important when you get into a vehicle to drive you adjust the seat and controls to suit your build and height A good driving position promotes effective car control and helps reduce driver fatigue. Correct adjustment of seat belts reduces the risk of injury in a crash.

Seat and Set Belts

	A good guide is to be comfortably seated so that with both arms outstretched your wrists will rest on top of the steering wheel
	Headrest should be adjusted to effectively stop the head moving back in a collision
	Some minor seat or back adjustment may be required to allow the foot controls to be fully depressed (with the knee still flexed)
	Retractable seat belts are self adjusting and should be fastened: <ul style="list-style-type: none"> ○ Low - placed below your hips to fully secure your body weight ○ Flat - no twists turn or folds ○ Firm - about every 15 minutes you drive pull the belt firm to remove anyslack.
	The seat belts themselves should not be twisted frayed or cut.
	The buckles should engage and release properly.
	The retractors must work well.
	The seat belt should pull out smoothly and be fully retracted when not in use.

Mirrors and Blind Spots

	The centre mirror must be adjusted so that vision to the rear, through the rear window, is unobstructed
	Remember mirrors do not give a complete picture, so the blind spot areas must be checked
	The left blind spot is to the left and is checked by looking to the left
	The right blind spot is to the right and is checked by looking to the right
	Visual block outs such as front and rear pillars

Steering Column

	Identify the steering control adjustment lever and demonstrate height and reach adjustments
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Student practically applies knowledge and skills in a range of contexts and situations appropriate to the learner: (Instructor Tip: Maximize student practice time)



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COMMENTS ON STUDENTS PERFORMANCE DURING THE LESSON:

Recap Learning Goals (Recap of previous topic, if applicable)

Suggested time: 5 minutes

Lesson Summary: (Instructor Tip: After the lesson has actually taken place) During this lesson the student learnt who to the task Preparing to Drive.

- ✓ Adjust to the correct seating position
- ✓ Locate and operate the steering control adjustment
- ✓ Correctly fasten the seatbelt
- ✓ Correctly adjust the mirrors Identified vehicle blind spots Identified visual block outs

Ask student:

- ✓ Is there anything in today's lesson which you are unsure about? Do you have any questions?

Identify student strengths:

- ✓ Comments on student's ability and give positive reinforcement

Identify areas for further development:

- ✓ Record and discuss with student the areas which they need to practice

[Link to the learner driver logbook learning goals for next lesson.](#)

Summary

Today we covered Learning Goal 1 - **Preparing to Drive.**

The next lesson we will review the topic and then move on to the next Learning Goal - **Vehicle Controls.**

My areas for further development have been explained to me.

Learner signature _____ Date _____